



PHILIP MORRIS COMPANIES INC.

TO ALL EMPLOYEES

As you know, electronic communications such as e-mail and voice mail have become an important part of the way we do business at Philip Morris, and will no doubt become even more important in the years ahead.

Our ability to use e-mail and voice mail to communicate rapidly and effectively with each other and our business partners is a real advantage for our Company. That's why it is vital that we all understand Philip Morris' position regarding the proper use of our electronic communications.

The key points about the use of electronic communications are contained in the *Philip Morris E-Mail and Voice Mail Policy*, which I urge you to read. If you have any questions, please contact your manager, your Human Resources representative, or the Information Systems Department.

Geoff Bible

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